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RS-4-10  
17 March 1954

REFERENCE SUBCOMMITTEE OF THE ADVISORY COMMITTEE ON  
FOREIGN LANGUAGE PUBLICATIONS.

Minutes of Meeting held in the CIA Library, [REDACTED]  
Washington, D. C., OCD Conference Room, 1000-1145 hours.

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PRESENT:

Mr. Arthur B. Berthold, IR, State  
Mr. Lewis M. Bright, IR, State  
Mr. Fred W. Shipman, IR, State  
Captain Robert C. Laidlaw, D/I, USAF  
Mrs. Katharine C. Walford, ONI  
Mr. Walter E. Larson, ONI  
Lt. Col. George G. Maxfield, Doc. Ly, G-2  
Mr. Bernard M. Fry, AEC

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, CIA Library, Secretary  
CIA Librarian, Chairman

Approval of Minutes

1. The minutes of the meeting of 10 February 1954 (RS-4-9)  
were approved.

New Subcommittee Members

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2. [REDACTED] welcomed Mr. Bernard M. Fry, AEC, and Mr. Fred  
A. Shipman, IR, State, as new members of the Reference Subcommittee.

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[REDACTED] will represent OSI vice [REDACTED]

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CIA Intellofax System

3. Copies of the brochure describing the Intellofax System were distributed to Subcommittee members. Each agency's requirements for additional copies should be forwarded to the Chairman.

Status Reports

4. a) Lexical Inventories - The inventories of Hungarian, Russian, Czech, Rumanian and Japanese lexical materials are nearly ready for publication. In response to a request for inventories of Georgian, Uzbek, Tadzhik, Tartar, Azerbaijani, Turkmen and Kazakh lexical materials, the CIA Library will prepare listings of references available in the CIA Library. The Subcommittee approved publication of these inventories as Reference Subcommittee working papers in the RS-I series.

b) Interlibrary Loan Working Group - No report.

c) Joint AFOIN-CIA Indexing Operations - Captain Laidlaw reported on a plan to utilize the 3 x 5" CIA document control card (four copies for each Air Force document) in lieu of typing fanfold forms by Air Force personnel. It is estimated that the use of these cards will save the work of four persons in AFOIN. Colonel Maxfield indicated that his office was interested in exploring the possibilities for a similar arrangement.

Reference Subcommittee - Organization and Responsibilities.

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5. [REDACTED] reported that the Advisory Committee on Foreign Language Publications considered the Reference Subcommittee statement on its organization and responsibilities unnecessary for ACFIP action at this time, however, the Subcommittee may use it for intra-subcommittee guidance.

Union Catalog of Soviet Monographs

6. Arrangements have been made for ONI, NSA and AEC to supply catalog entries to the Cyrillic Union Subject Catalog housed in the CIA Library. Wherever possible the contributions should follow standard cataloging practice and be in complete sets (cards for author, title, subjects and added entries).

Captain Laidlaw reported that the Air Information Division supplies entries to the Library of Congress for the Cyrillic Catalog; ATIC (Wright Field) will be reported on later.

Air Force Mini-card Project

7. The Air Force member described a new documentation system called "Mini-Card", which is being developed for Air Force Intelligence by the Eastman Kodak Company. This system is based on the use of 3/4 inch sections of 16 MM microfilm on which 10 pages of documentary information plus 80 machine code positions appear. Sorting, collation selection, reproduction and dissemination of duplicate mini-card files and/or paper copy is expected to be accomplished by machine techniques through the use of the CIA Subject and Area Code. A pilot plant "mini-card" system is expected to be in operation in the Directorate of Intelligence USAF in 18 months.

Exchange of Microfilm

25X1A9a 8. [REDACTED] suggested that Subcommittee members consider the exchange of microfilm copies of documents with interested agencies whenever microfilming is done to preserve scarce materials, to conserve storage space or to facilitate reproduction of additional copies. This would apply to current documents as well as older materials.

9. Mr. Georgevitch was unable to attend this meeting. His presentation will be given at the next meeting of the Subcommittee.

10. The next meeting will be held on 21 April in Room 215, main Atomic Energy Commission Building, 1901 Constitution Avenue, at 1000 hours.

25X1A9a All Subcommittee members and their guests planning to attend this meeting should notify [REDACTED] Code 144, Extension 482, on or before 19 April 1954.

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[REDACTED]  
Secretary  
Reference Subcommittee